### Policies for Mid sem exams:

Each student is required to bring his/her "IITB id" card, and place it on his/her exam desk for the duration of the exam.

*Mobile phones*, tablets, and other such devices are *strictly not allowed* in the examination hall, even if powered off. Violations will be strictly dealt with.

Bathroom visits are not allowed for the first two hours, barring medical emergencies. Instructor permission is necessary for bathroom visits after the first two hours.

Students will have to bring their own water-bottles. No water breaks allowed outside the exam hall.

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**Instructions for Invigilators:**

Please ensure following points:

- Be present at least 20 minutes before the slated time.
- You will have to support the faculty members for distributing the q-papers, collecting answer sheets, etc. whatever s/he needs for smooth conduct of exam.
- In case the exam time gets extended, you will have to wait till the end of the exam.
- If more than one exams are being held in a classroom, invigilators and assisting staff will have to wait till all the exams are over.
- Examination is a very important academic activity which takes priority to all other activities. Hence, Invigilators are expected to strictly follow the instructions.
- Those violating the instructions will face a disciplinary action.

Prof. Ganesh Ramakrishnan & Prof. Kameswari Chebrolu

(Timetable Co-ordinators)